

EPA BASIC INSPECTOR TRAINING COURSE (CST109)
FUNDAMENTALS OF ENVIRONMENTAL COMPLIANCE INSPECTIONS

Sponsored by EPA Region 4, Atlanta, GA

Frankfort, Kentucky

May 9-11, 2017

| Day 1 | Tuesday | PRE-INSPECTION PLANNING, PREP, & GEN'L ISSUES |
|---------------|----------------|--|
| 8:30 - 9:00 | | Registration |
| 9:00 - 9:15 | (Session 1) | Introduction & Overview of Course Instructors: David Abbott & Kevin Smith, EPA, Region 4 |
| 9:15 - 10:15 | (Session 2) | Overview of the Major Environmental Laws Instructor: Kevin Smith, Esq., EPA, Region 4 <ul style="list-style-type: none">♦ Environmental Policy and Law |
| 10:15 - 10:30 | | BREAK |
| 10:30 - 11:00 | | Overview of the Major Environmental Laws (con't) Instructor: Kevin Smith, Esq., EPA, Region 4 <ul style="list-style-type: none">♦ Group Exercise – Application to on-site inspections |
| 11:45 - 1:00 | | Lunch |
| 1:00 - 2:15 | (Session 3) | Role of the Inspector & Inspector Issues Instructor: David Abbott, EPA, Region 4 <ul style="list-style-type: none">♦ Role of the Inspector♦ Providing compliance assurance♦ Confidential considerations for inspectors/CBI♦ Ethical considerations for inspectors |
| 2:15 - 2:30 | | Break |
| 2:30 - 3:30 | (Session 4) | Inspection Planning Instructor: David Abbott, EPA, Region 4 <ul style="list-style-type: none">♦ Importance of planning and preparation♦ Development of the Site Specific Check List / Project Plan♦ Your Inspection Toolbox – what you need to prep to go♦ Practical Exercise: “The Shark Processor Plant” |
| 3:30 - 4:30 | (Session 5) | Sources & Types of Information Instructor: David Abbott, EPA, Region 4 <ul style="list-style-type: none">♦ Overview of information management♦ Sources of information and online resources |

Day 2 Wednesday THE INSPECTION – A DAY IN THE FIELD

8:30 - 10:30 (Session 6) **Entry & Opening Conference**
Instructor: David Abbott, EPA, Regions 4

- ◆ Entry authority, policy and practice, Warrants
- ◆ Other tools for gathering information
- ◆ Opening Conference and Site Tour
- ◆ General discussion of techniques
- ◆ **Practical Exercise – Opening Conference**

10:30 - 10:45 **Break**

10:45 - 12:00 (Session 7) **The Art of Interviewing**
Instructor: Kevin Smith, Esq., EPA, Region 4

- ◆ Basics of interviewing
- ◆ Preparation, issues & techniques

12:00 - 1:00 **Lunch**

1:00 - 2:30 (Session 8) **Collection & Preservation of Evidence for Inspectors**
Instructor: Kevin Smith, Esq., EPA, Region 4

- ◆ Types of Evidence
- ◆ Your field notes, photographs and samples
- ◆ Chain of Custody
- ◆ Documentation

2:30 - 2:45 **Break**

2:45 - 3:30 (Session 9) **On Site Inspection & Note Taking**
Instructor: David Abbott, EPA, Region 4

- ◆ Field Inspection techniques
- ◆ Note taking
- ◆ **Practical Exercise – On Site Visit**

3:30 - 4:30 (Session 10) **Records Review and Sampling Issues**
Instructor: David Abbott, EPA, Region 4

- ◆ Conducting the records review
- ◆ Introduction to physical sampling
- ◆ Quality Assurance and Quality Control

| Day 3 | Thursday | POST INSPECTION AND ENFORCEMENT |
|---------------|-----------------|--|
| 8:30 – 9:15 | (Session 11) | Closing Conference Instructor: David Abbott, EPA, Region 4 <ul style="list-style-type: none"> ◆ What did you observe? ◆ Preliminary findings ◆ Resolving outstanding issues ◆ Photos, documents samples, CBI ◆ Practical Exercise – Closing Conference |
| 9:15 – 9:30 | | Break |
| 9:30 - 11:00 | (Session 12) | Enforcement Process & Inspector's Responsibilities Instructor: Kevin Smith, Esq., EPA, Region 4 <ul style="list-style-type: none"> ◆ Overview of Hearing and Trial Process ◆ Testifying at a Deposition, Trial or Hearing ◆ An Open Discussion with your Office of General Counsel ◆ Overview of State Enforcement Process ◆ eDiscovery / electronic records |
| 11:00 -11:15 | | Break |
| 11:15 – 11:45 | (Session 13) | Introduction to Criminal Investigations Instructor: Libby Zuege, Special Agent, EPA-CID, Kentucky Field Office |
| 11:45 – 12:00 | (Session 14) | Wrap-up and Evaluation |